

# TOWN OF SOUTHAMPTON

**Department of Land Management**  
116 HAMPTON ROAD  
SOUTHAMPTON, NY 11968

**Phone:** (631) 702 - 1800  
**Fax:** (631) 287-0262



**ANNA THRONE-HOLST**  
TOWN SUPERVISOR

**KYLE P. COLLINS, AICP**  
TOWN PLANNING AND  
DEVELOPMENT ADMINISTRATOR

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## PROJECT DEVELOPMENT COUNCIL REQUEST TO BE PLACED ON AGENDA

**The Council will meet on the 3<sup>rd</sup> Monday of each month at 1 pm.**  
**Please email this request form to [PDCRequests@southamptontownny.gov](mailto:PDCRequests@southamptontownny.gov)**  
**no less than 2 weeks before a scheduled meeting in order to be considered for that meeting.**

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Name of Person making request: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: (mobile) \_\_\_\_\_ (fixed) \_\_\_\_\_

Mailing address: \_\_\_\_\_

Property Tax Parcel(s) Number(s): \_\_\_\_\_

Property Street Address: \_\_\_\_\_ Hamlet: \_\_\_\_\_

Zoning District(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Please indicate where you are at in the application process: \_\_\_\_\_

\_\_\_\_\_

Please indicate why you want to meet with the Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate specific issues or questions that have already come to light:

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Please indicate potential issues or questions that you anticipate:

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There are no minimal submission requirements other than this request form and a survey of the property. The level of effectiveness of this Council, however, will depend on the degree of information that the project sponsor is able to provide.

The scope of the Council includes, but is not limited to: non-administrative site plan applications; subdivision applications; zoning variance applications; and any project or application requiring review by more than one Town agency or board (excluding PDD or change-of-zone applications).

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While not mandatory, applicants may request to meet with the Council in order to facilitate a more productive working relationship, guiding an applicant through the process in a way that avoids confusion; provides accurate, consistent information; and identifies, fosters and maintains consistency in the process. Requested meetings ideally would occur before making an initial submission or application to the Town, however, requests can be made after commencing an application.

By resolution 2012-641, on June 12, 2012, the Town Board created the Project Development Council, comprised of representatives from several Town Departments, with the objective of providing a forum that encourages dialogue between applicants for land use development proposals and various Departments.

**For Planning Division Use:**

☐ Non-Administrative Site Plan      ☐ Subdivision      ☐ Variance

☐ Project requiring review by more than one Town Agency or Board

Date Received: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_